



LOT LINE ADJUSTMENT OFFICE OF DEVELOPMENT ASSISTANCE

APPLICANT _____ DATE _____

PROJECT _____

PRE-APPLICATION CONFERENCE – Meetings are held every Monday at half hour intervals between 2:00 p.m. and 4:30 p.m.

Yes	No	Description
<input type="checkbox"/>	<input type="checkbox"/>	Applicant has held a Pre-application Conference with City Staff?

LOT LINE ADJUSTMENT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Owner Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	3 copies of a survey, prepared by a licensed land surveyor or professional engineer, showing:
<input type="checkbox"/>	<input type="checkbox"/>	1 reduced copy on 11 x 17 paper
<input type="checkbox"/>	<input type="checkbox"/>	An agreement between the owner of record of the adjoining lots consenting to the relocation of the property line
<input type="checkbox"/>	<input type="checkbox"/>	Title report no older than 30 days
<input type="checkbox"/>	<input type="checkbox"/>	Provide a statement that indicates the approval criteria as required by the Municipal Code are being met
<input type="checkbox"/>	<input type="checkbox"/>	CD of all plans in PDF Format



PLANNING DIVISION & ENGINEERING DEPARTMENT

APPLICANT _____ DATE _____

PROJECT _____

LOT LINE ADJUSTMENT REQUIREMENTS

Yes	No	Description
<input type="checkbox"/>	<input type="checkbox"/>	No new dwelling lot or housing unit results from the lot line adjustment
<input type="checkbox"/>	<input type="checkbox"/>	The adjoining property owners consent to the lot line adjustment
<input type="checkbox"/>	<input type="checkbox"/>	The lot line adjustment does not create remnant land that did not previously exist;
<input type="checkbox"/>	<input type="checkbox"/>	The adjustment does not result in violation of applicable zoning requirements.
<input type="checkbox"/>	<input type="checkbox"/>	The Lot Line Adjustment will not create any new lots.
<input type="checkbox"/>	<input type="checkbox"/>	The Lot Line Adjustment will not affect any street right-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	The Lot Line Adjustment will not affect any utilities.

DRAWINGS AND LEGAL DESCRIPTIONS

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Survey accurately drawn to scale, no smaller than 1"=100'.
<input type="checkbox"/>	<input type="checkbox"/>	The drawing and legal description are to be stamped and signed by a Utah registered, licensed land surveyor or professional engineer, with the following provided:
<input type="checkbox"/>	<input type="checkbox"/>	The two affected lots – discern between the existing and proposed lot lines
<input type="checkbox"/>	<input type="checkbox"/>	Existing property lines are to be dashed, while the proposed lot lines are to be bold, with dimensions and easements
<input type="checkbox"/>	<input type="checkbox"/>	Exact location of existing buildings on both lots
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision boundary lines
<input type="checkbox"/>	<input type="checkbox"/>	Legal descriptions and size of the lots as they exist today and after the lot line adjustment.
<input type="checkbox"/>	<input type="checkbox"/>	Signature blocks for the Zoning Administrator and the City Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	Lot line adjustment name at top of sheet.
<input type="checkbox"/>	<input type="checkbox"/>	Show existing fences.
<input type="checkbox"/>	<input type="checkbox"/>	Show existing easements
<input type="checkbox"/>	<input type="checkbox"/>	Copies of the legal descriptions and deeds to be executed between property owners

Lot Line Adjustment